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MINNESOTA LIBRARIES



REGIONAL LIBRARIES

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The Dakota-Scott Regional Library

ROBERT H. ROHLF, *Director*

The first regional library in Minnesota became a legal entity with the signing of a contract on October 14, 1958 between the Dakota County Commissioners, the Dakota County Library Board (appointed only three months earlier by the Commissioners), and by the Scott County Commissioners. This contract, reprinted in the December, 1958 issue of *Minnesota Libraries* created a Dakota-Scott Regional Library Board of nine members, six members from Dakota County and three members representing Scott County.

This new regional library serving Dakota and Scott counties, exclusive of South St. Paul, deals with approximately 80,000 people over an area of 915 square miles. This area is as varied as any in the state, or perhaps the country. The northern part is industrial, suburban and growing at a population rate exceeding 20% per year. The southern part is rural, agricultural and stable in population. Population densities vary from eleven per square mile in one township, to 4,500 per square mile in one of the cities. It is the fastest growing area in the state and exclusive of school districts encompasses fifty-six separate political subdivisions.

Financial Support

The financial support for the first three years is a combination of county, state and federal money, plus the tax levied by the city of New Prague on its Le Sueur county residents which is equal to the county levy. The first year funds were derived as follows: State and Federal Aid — \$79,600; County levies of 1 mill—\$40,100. Funds for the second year were State and Federal Aid — \$61,300; County levies of 1.4 mills—\$58,400 and miscellaneous — \$1,000. Projected income for 1961 is State and Federal Aid—\$39,000; County levies of 2.00 mills—\$88,000; miscellaneous—\$1,000. One of the handicaps of this joint operation is that we must build up an operating reserve for 1962 when there will no longer be state funds paid at the beginning of the year and we must wait for the county apportionments which are not due until April and June respectively. This means that each year we have tried to set aside approximately \$10,000

from our budget to enable us to meet our bills the first few months of the year. Single county libraries may have the auditor transfer funds from one account to another to meet this problem, we cannot because we are not under the financial operations of the county auditors.

The new regional library board met for the first time on October 23, 1958. At this first meeting it elected officers, approved a tentative Budget proposed by Mr. Hannis Smith of the State Library Division and discussed possible candidates for the position of library director to organize the new library system.

The next meeting of the library board was on November 13, 1958 at which time the Director was appointed effective January 1, 1959 and on a consultant basis until that date. The board met again on November 22, 1958, December 18, 1958 and January 8, 1959. At these last three meetings personnel rules, salary scales, headquarters space, branch library requirements, an operating budget and a myriad other details necessary for operation were tentatively approved.

Beginning the Job

Beginning work the first week of January, 1959 was a very strange and interesting experience. The first step was to find office space, and then to obtain the basic furniture and equipment. Very revealing of this beginning from nothing is the fact that the first item purchased from petty cash was a money box to keep the petty cash in! Office space was finally secured in Savage, basic equipment and supplies purchased and hiring of staff begun by the first of February, 1959. The first staff members who formed the nucleus were Mrs. Hertha Spiess, Secretary-Bookkeeper; Merlin Grev, Driver-Clerk; and Diana Hebrink, Extension Librarian. It was not until March 16, 1959 that the last of this primary staff joined the library.

Four basic problems presented themselves at the beginning, and before reviewing some of the details of our organizing and beginning service I would like to discuss these basic questions. The first was the location and type of space needed for the headquar-

ters library. Should it be the major service point or serve only as office and warehouse? Should it be located geographically without regard to population? Should it act as a branch library for the town it is located in?

The second question was what would be the requirements for branch libraries as regards to location? What, if anything, should the locality provide? Where would our first branches best be located? What type of service could or should we supply? What timetable could we proceed under?

Thirdly, what type of bookmobile service would we offer? What criteria would be used for the location of library stops? What would be their duration or their frequency? Should our loan period determine the frequency of stops, or should the stops determine our loan period?

The fourth, and the most important question was precisely what type of collection would we aim for to best meet the needs of our potential clientele considering our budget, type of potential patronage, other library service available and future area growth?

Major Policy Decisions

I would like to take the questions listed above in reverse and discuss first our decision regarding the problem of the type of collection we would attempt to build for our patrons. We knew that because of our proximity to the Twin City libraries we would never be, nor should we try to be, a reference or research library except in the limited sense of the word. Secondly, we also knew that if we were to buy material of the opposite type such as light romance stories, multiple mysteries, westerns, the fad material such as the dubious *My Brother Was an Only Child*, we would not be fulfilling the real purpose of a library or meeting the needs of the people who had worked and planned so long to have library service available to them.

Taking into consideration therefore the matters of multiple copy distribution, the new availability of paper-backs and the reasonable accessibility of research libraries, a book selection policy was established based on the following major considerations. (1) We shall attempt first of all to supply our patrons with the type of material which they cannot afford or would not normally buy for themselves. (2) We shall buy basi-

cally only single copies of the well reviewed mysteries, westerns, and "light fiction" but through a scheduled, constant rotation of collections between branches, bookmobiles and headquarters will be able to make available to all of our patrons over the course of a year every single title purchased, in addition to supplying specific titles through a request and reserve system for fiction and non-fiction. (3) We shall buy specialized material as it may meet a general need for patron use or reference, but we shall buy no material which has primary research use only. (4) We shall concentrate our book funds on non-fiction titles basically and on the quality and classic fiction.

This policy has meant the steady building up of a broad, wide ranging, quality collection. It has also meant that even though the percentage of our book fund spent on fiction has been less than one-half of the normal library percentage, by means of less multiple copy purchase and rotating our fiction collections between branches, bookmobiles and headquarters, our patrons actually have a larger fiction collection to choose from than almost any library in the state excluding the central Minneapolis and St. Paul libraries. This does not mean that we have not had some patrons who feel that we should buy more of the lighter fiction, but we feel that we have been able to do a better job of providing the kind of material libraries should supply in greater quantity than we could otherwise. The reaction of our public has seemed to more than justify this approach.

Bookmobile Policy

Our bookmobile policy was another of these questions to resolve. The two bookmobiles had been ordered immediately after the first library board meeting and were to be ready in April. The first questions resolved were those of frequency and length of the individual stops. Miss Hebrink and I spent a great deal of time studying the area, population densities, highway routes, and other factors. In the late spring the trial routes were established for a three month period to begin in the middle of June and run until Labor Day. Our schedules were constantly analyzed and during the first twelve months of actual operation our schedules were adjusted every three months to meet growing demands, branch library

openings and growing areas. As the seasons changed so to speak, so did our schedules.

During this period of trial, and still in effect currently, we held to the following basic factors: we shall have regular scheduled stops once every week in the larger towns or cities (several stops in the larger ones as a matter of fact) which do not have branch libraries; we shall have regular scheduled stops once every two weeks in the rural, suburban and smaller villages; and, our stops shall be a minimum of thirty minutes and maximum of two hours depending upon the use and the population of the area. In September, 1960 we will go on our first schedule covering more than a three month period. This new schedule will be in effect from September 6, 1960 until June 2, 1961.

Branches

The question of branch libraries was another of these four basic original questions of policy to be established. After a thorough study of the area and many hours of board discussion the following policy was established. Based on population, seven potential branch library locations were approved, one of which would in the future be the headquarters library. A time-table was established as a guide which called for the operation of three branch libraries in 1959, three in 1960 and one in 1961. We have been ahead of that time-table in every instance.

The library board also adopted the policy that the regional library shall pay the salaries of all branch employees, provide the library equipment and furniture, and the book, magazine and pamphlet collections for each branch library, but that the locality must provide the physical quarters (as approved by the Director), furnish all utilities and provide regular janitorial and maintenance service. Population limits were also set at this time to insure the board members a firm policy upon which they could rely when the immediate pressure was upon them from areas too small to adequately justify a branch during the formative period of establishment of the new regional library system. These branch policies were approved at the January 8, 1959 board meeting. Already formal requests for branch library facilities had been received from New Prague, Hastings, West St. Paul,

Farmington and Shakopee, and inquiries had been made by Lakeville and Jordan.

Headquarters

The last of these major questions was that of the location of the headquarters and the type of headquarters it should be. As stated above, it had been decided to have the headquarters serve as a branch library for the locality in which it was to be located. This meant that rather than having merely a warehouse-office type of headquarters library, it would be a public facility. This type was decided upon because of its economy of operation resulting from a combination of uses. Even if it were to be located at the edge of the community served, if it were located in a densely populated area which would otherwise require a large and separate collection and staff, economies could be made in this joint headquarters-branch collection and staff that would more than offset any added costs from bookmobile operations incurred because of increased mileage.

Legal and financing problems have plagued the library board regarding this headquarters buildings, and I will only touch on the highlights here. West St. Paul, the largest city in the area we serve was considered by the majority of the library board as the logical location for our headquarters. The first question of financing the building brought forth the firm feeling among the board members that we did not want to rent quarters indefinitely (as most county libraries must do in Minnesota) and have only the proverbial handful of receipts after years of payment. One of the obvious factors here was that if we rent, we pay property taxes indirectly, and our estimated tax bill for the kind of building needed was \$100 per month. Another factor in this question was that rental property is very scarce and very high in West St. Paul, and the estimated monthly rent for the size building needed for just the first five years exceeded \$650.

The next question then was: How do we buy or construct a building? The library board and the county have no bonding power for a library building, and the city has limited bonding power which would be possible only if they owned the proposed building and the library board feels that it

must own and control the library headquarters, not the city council. Also, if a way was found, how should the cost be distributed between the city and the library board, and under what schedule? The answer to one of these questions is that after a year of meetings and talks, the library board and the city have agreed to divide equally the cost of the building *and* the cost of utilities and maintenance once the building is in operation. When considering this agreement you must consider the fact that part of the library income will come from areas over fifty miles from this building and located in a different county.

The Building Problem

But how do we get the building financed? Various Attorney-General, County Attorney and City Attorney opinions were secured in an attempt to obtain an answer to this question. Lease purchase, while being the shortest, fastest and with rising costs, least expensive way is not possible legally. Then, in the Fall of 1959, the Dakota County Commissioners agreed to finance the building, interest free, from the Dakota County building fund. The library board and the city would replenish the fund in the form of annual payments until the original amount was repaid. Then in February, 1960 the bids were opened for the new Dakota County jail and all hopes for immediate county financing dissolved, as the bids exceeded by over \$125,000 the architects' estimate for the needed jail.

Three alternatives still present themselves as potential solutions to this building problem. (1) The library board can hold off until 1962 when county funds will again be available (though who knows who will be on the county board at that time). (2) The board can approve plans and specifications, advertise for bids on a mortgage reducing payment plan using the site (appraised value \$6,000) as a down payment and hoping that competitive bids will be forthcoming. Or, (3) the City of West St. Paul can hold a bond election to approve or disapprove of the city issuing bonds and erecting the building alone.

The library board has always held that it must have ownership or at least sole control of the building. If the city sells bonds then the city legally must own the building and the library board will pay rent to the

city. The peculiar quirk in all of these alternatives is that neither the city or the library can really act alone because of either the legal problems presented in the relationships of two counties and one city, or because of the branch library situations in the other localities. Whatever is the final outcome, it will set precedent in Minnesota law and will make county library building much easier in the future.

We look upon this headquarters building problem as an experiment, as a test case. If we did not we would probably all have despaired by now, for as far as we know we are the only library in the country operating six branches, two bookmobiles and circulating over a quarter of a million books a year, without an actual headquarters library with reference or reading facilities. Our operation to date is entirely that of a warehouse, processing or distribution center, providing material and reference answers to people over this 915 square mile area, from rented quarters in the village of Savage. Meanwhile the people of West St. Paul rely on bookmobile stops to serve them, eleven stops in fact.

Starting Services

With these major policy questions now reviewed, I would like to return to the actual details of organizing and initiating library service to the area. Please bear in mind that throughout this entire period of organization discussions and meetings regarding the headquarters problems were taking place.

Book selection became the primary consideration once the physical problems of office space and equipment was at least temporarily solved. Selection at first was wholesale, rapid, easy and almost overpowering. Beginning with a book budget of over \$28,000 (closer to \$38,000 after discounts) and no problem of checking duplicate holdings, orders were placed averaging approximately \$5,000 per month from March through June, 1959, and from July through November another \$22,000 was placed on order. Our biggest problem was the constant recurrence of out-of-print reports.

The main sources used for selection were the Standard Catalog series, the invaluable subject lists prepared by the Minneapolis Public Library staff for its branch libraries, A.L.A. lists and publications, and lists ac-

quired by the library staff during past work experience. From July, 1959 on selection became the detailed, checking, decision weighing process it is in any library, but by December 30, 1959 the library had 18,322 volumes in circulation and over 5,000 more on order. The library had been extremely fortunate in securing Mrs. Martha Bray as Headquarters librarian in July, and to her goes the credit for selecting a wide, authoritative adult collection, bringing with her an almost unequalled experience and knowledge of books. The children's collection has been built by Mrs. Kathryn Loff, whose experience ranges over four other public libraries, and this collection too represents the best available titles in the children's field.

Cataloging and Processing

The question of cataloging was another immediate question to answer. It seemed obvious that to have our own separate cataloging and processing operation when we were adjacent to several already functioning libraries would be a tremendous waste of professional time and expense that could better be spent on building a collection and serving the public. Several discussions were held with librarians throughout the metropolitan area and a cataloging and processing agreement was arrived at with Mr. George Gardner of the Anoka County Library. We drew a contract covering this agreement (the contract appears at the end of this article) which was approved by both library boards. This processing contract has allowed us to concentrate our staff and budget on public service and increasing book budgets.

Considerable pressure was on the library board to begin public service as soon as possible. Some people of course wondered why bookmobiles, and branches filled with books didn't appear automatically by February 1, 1959 at least. Until June 1, 1959 our only quarters were a single room measuring 10 feet wide and 40 feet long, and it was from this space that we planned, ordered books—which Anoka County graciously stored for us after processing—and attempted to resolve the many details necessary for beginning service in the summer.

The Big Day

Toward the end of April it appeared possible to begin public service in June and

plans were made for the first printing and distribution of bookmobile schedules. On June 1, 1959 we moved into larger quarters, two school rooms totaling approximately 1800 square feet, and installed shelving, furniture and office equipment, and began shelving the books which until this time had been stored at Anoka and in boxes on our bookmobiles. During this week a second driver-clerk, a bookmobile assistant and a clerk joined the staff, bringing the number to seven. An open house was held on Friday, June 5, 1959 to show the new bookmobiles, the 9,000 new books and the temporary office and storage space. Following a week of intensive training of the new staff members, bookmobile service began in both counties on June 16, 1959.

Before that service began however, many decisions on routines, forms, procedures and policies of an operating nature had to be made. Among these were the questions of: Fines (we have none); non-resident fees (\$3.00 per individual or \$5.00 per family); loan periods (two weeks with one renewal); charging system (bookamatic because of many factors, including the fact that we use it for other processes besides that of book charging) and many, many more questions of a similar nature.

The Member Libraries

Meanwhile the problems of branch establishment were being considered. There had been separate libraries in Hastings, Farmington and Belle Plaine before the regional library was formed. All of these except Belle Plaine had declined to levy a local library tax for 1959 in order that they might become part of the new library system. Belle Plaine had already levied its tax when the contract was signed but the local library board requested the borough council not to levy such tax for 1960 and Belle Plaine joined the regional library system on January 1, 1960.

Our first concern regarding the branches then was with the previously operating libraries in Hastings and Farmington. The Hastings public library had been in the high school building and the city rented quarters in a new air-conditioned building in preparation for the operation of the library by the Dakota-Scott regional library board. The collection was weeded, the remaining items re-cataloged, and approximately 4,000 vol-

umes added to the collection. In addition, shelving, chairs and tables, and other equipment were purchased by the regional library and in July, 1959 the regional library officially assumed responsibility for the operation of the Hastings library.

The Farmington library remained in its former quarters in their city hall. These quarters are crowded and inadequate and no equipment was purchased for this branch with the exception of a new desk. The city has been asked to obtain new quarters for the library and when that happens the regional library will equip and furnish the quarters. In August, 1959 the Farmington collection was taken into the headquarters library for weeding or re-cataloging and a new collection was sent to the Farmington library. Thus, by September 1, 1959 the regional library was operating two branch libraries in addition to the two bookmobiles.

New Branches

Other branch libraries were also in the process of being organized, equipped and furnished with books. The Shakopee branch was located next to the new half-million dollar bank on their main street and the city signed a three year lease for these quarters. The city of Shakopee intends to either purchase or construct a building for its permanent library quarters and a local company has already offered a gift of \$5,000 towards such a building. The Shakopee branch library opened for service on November 2, 1959.

The cities of Jordan and New Prague were also securing quarters for library locations during the Fall of 1959, and equipment and book stock was being ordered for these future branch libraries at this time. The staff had grown to four professional librarians, one sub-professional, two driver-clerks, two clerks, and one secretary-bookkeeper, plus two part-time branch library employees, and we were already on our second bookmobile schedule.

One of the interesting peculiarities of a regional library in Minnesota is that because of a joint operation between several counties, the entire accounting function, including the writing of checks, signing of checks, (by our treasurer and one other officer of the board), all receipt and expenditure of funds is done not by a county treasurer or auditor, but by the library board

through its employees. This is the reason that one of the staff members carries the title bookkeeper, because that is precisely what the person is. The treasurer of each county forwards to the library board three times a year the amount collected by the library tax and from that point on all financial transactions are handled by the board.

In October we began sending small collections of books to the non-consolidated schools in the areas served. They are sent a collection, selected by the library along subjects requested by the schools. These collections are sent every four weeks and the entire operation is on a non-contract basis at the discretion of the library. The number of titles sent may vary with each shipment, and in some cases the school may be notified that a shipment must be either skipped or delayed for a certain period of time. These collections are meant to supplement the school library, not displace or replace it, and the regional library retains sole control over the dispersal of these books.

First Statistics of Use

The end of 1959 marked the first six months of library service by the Dakota-Scott Regional Library and the report to the Library Division, Department of Education presented the following figures: Circulation—74,769; registered borrowers—6,570; book collection—18,232 volumes.

With the beginning of 1960, the library of the Borough of Belle Plaine became integrated into the regional library system as our fourth branch. Again the process of weeding, re-cataloging and providing a new collection was repeated. This problem is actually more complex than to stock a new library.

On February 10, 1960 the new branch library at New Prague was opened for service, and on February 12, 1960 our sixth branch library was opened at Jordan, Minnesota. By this time the entire staff was in a state of semi-shock from the work with the multitudinous details connected with not just one new library service point, but with three in a space of only six weeks.

February brought with it the discouraging report that the new Dakota County jail was going to exceed in cost more than \$125,000 above the architects' estimate. The additional money would have to come from the Dakota county building fund and would

delay for approximately two years more the use of this fund for the erection of a library building.

Staff Training

An eight session in-service training class was begun in February in conjunction with the Anoka County library. The class met at our headquarters office in Savage every other Friday for a three hour session under the guidance of Mr. George Gardner. All of our branch staff and most of our headquarters and bookmobile staff attended the eight sessions.

Each month during the winter and spring of 1959-1960 our circulation figures increased and more and more people applied for a library card. In December the circulation was 13,121, January—14,494, February—19,006, and in March 26,648.

The next few months were ones spent primarily in the basic, routine problems of strengthening the collections, training and re-training the staff, and modifying or establishing policies and procedures. We were still without a definite headquarters site, and did not yet know the probable date of construction for the headquarters library.

A Crisis

May floods along the Minnesota River caused much concern and some very real problems to the library system. Fortunately the new library at Jordan was not in that section of Jordan that was ravaged by the flood of May 20 and 21, and was completely unaffected by the disaster which hit most of that city. New Prague was not so fortunate. The library was flooded with approximately two feet of water, yet the loss was only that of one book. Fortunately the library was open at the time the water began to rise and thanks to the aid of dozens of volunteers and the local Boy Scout Troop, every book, magazine and all the records in the library were evacuated. The metal shelving and other equipment survived satisfactorily and after a good cleaning the library was open again in two weeks. But not until a hectic time was spent issuing and receiving books from a pile of boxes and cartons stored during the evacuation in the New Prague city hall.

One of the main highways and several subsidiary roads in Scott County were temporarily closed because of flood washouts

and for several days our bookmobiles had to be routed and re-routed to make their scheduled stops. One day the only means of getting from one road to another stop was to drive right across the corner of a farmed field, so that is what the bookmobile did. The report to the library board that month began with a quote from Shakespeare, "Over hill, over dale, through brush, through brier, over park, over pale, through flood, through fire." My car happened to burn up that month.

The First Year Ends

The end of June saw our first twelve months of public service come to an end. It also brought agreement with West St. Paul on the headquarters site. This first year of service was an exciting, stimulating and exhausting period for many of us. The library statistics show that the area was very much in want of library service, and that we have only begun to provide the people with it. Library use was almost overwhelming in consideration of what we have had to work with and fast book turnover is our only answer to the problems of increasing demand.

Our records show that in the first twelve months of public service 10,400 people applied for a library card, and that these people borrowed over 204,000 books not counting the school circulation. The collection had grown to slightly over 28,000 books and 1,000 pamphlets and our rate of book acquisition was averaging 1,300 volumes per month. The interesting (or is it almost frightening) fact is that the circulation totals have been increasing by approximately 10% per month, and a circulation prediction for the year 1960 of 250,000 seems conservative.

Throughout this formative period we have tried to make up in quality and service what we obviously lacked in quantity and resources. Our request and reserve service is free and heavily used, and we make use of mailing as a means of fast service. Our debt to the libraries of the State Library Division, Minneapolis, St. Paul and the University of Minnesota for their inter-library loan service is great.

Our branch libraries are open relatively short hours, but they are open the prime hours when people are most free to use

them, and in every case where additional hours seemed necessary they were provided. However, all of the "housekeeping chores" are done at headquarters and our branch personnel are public service staff and are on duty only when the branch is in use, not working behind the scenes, but working with the public. Our salaries for branch personnel service are less than the cost of the books sent to each branch monthly. And, our salary scale is not so low that it is the reason for this cost balance.

By means of free request and reserve service, weekly branch deliveries, daily mailings, and 96 bookmobile stops every two weeks, we like to think that each and every one of our patrons has the same access to our collection as he would have if he lived next door to our headquarters, perhaps even better access.

Future Growth

The library board feels that it will be many years before we can boast of a well-rounded collection in depth, even though by 1965 it will probably have the fifth largest collection in the state of Minnesota. Yet we feel that by always bearing in mind two things, quality and service, and then making sure of the details to provide these two, not merely talk about them, the residents of Dakota and Scott Counties will have a library service which will meet their needs and demands as well as possible within the financial framework available. The library board members have worked long and hard; they have spent hundreds of hours of their free time in the planning and guiding of this new library system. It appears that their work and time have not been in vain. The public loves it!

JOINT PROCESSING CONTRACT PROVISIONS

WHEREAS, the County Library is already in operation and processing, classifying and cataloging books for general reference and circulation; and,

WHEREAS, the County Library method and manner of processing, classifying and cataloging books is of the type thought desirable and useful by the Regional Library; and,

WHEREAS, a similar separate processing of books by the Regional Library would be a costly and wasteful duplication of effort and time; and,

WHEREAS, the Regional Library would still have and maintain free and complete selection of book suppliers and of books and other library materials for its collection;

NOW, THEREFORE, in consideration of the foregoing and of the mutual covenants hereinafter stated, the parties hereto agree as follows:

1. COUNTY LIBRARY WILL AGREE TO:

a. Process in a manner agreed upon by the administrative officers named below books for the Regional Library.

b. Maintain adequate records of the number of books so processed, and other order records as required for efficient administration.

c. Maintain adequate personnel, equipment and supplies to do such work in an expedient, accurate and high quality manner.

d. Provide all materials necessary for processing these books, such as book cards, location cards, first quality plasti-klee or other similar material jackets.

e. Process such books by at least the minimum procedure of checking and approving invoices; identifying book stamp; lettering of number on spine of book; printing of book cards, pockets, and location cards; applying plasti-klee or similar jackets; provide a work slip for each title listing class number, subject headings, identification number of copy or copies received.

f. Give ninety-five (95) days notice in writing of any proposed change in the unit charge for this service following execution of this agreement.

g. Upon the execution of this contract, charge for the processing of each book at a unit rate of sixty cents (.60c) per volume.

2. REGIONAL LIBRARY WILL AGREE TO:

a. Pay the County Library quarterly, upon receipt of the County Library's invoice, the amount charged by the County Library for this service, such charge not to exceed the unit cost agreed upon multiplied by the number of books processed for the Regional Library.

b. Notify the County Library upon execution of this agreement and at the beginning of each fiscal year thereafter the sum of money budgeted for books for the current fiscal year.

c. Provide book pockets, be responsible for the transportation of books to the county Library for processing and for the delivery of its books from the County Library to the Regional Library upon completion of the processing.

d. Supply to the County Library at intervals mutually agreed upon, a copy of each order slip placed with suppliers for books to be processed by the County Library.

3. This agreement shall become effective upon execution and shall continue in effect until terminated. Either party hereto may terminate the agreement at anytime by giving ninety (90) days notice in writing to the other party.

4. In the event of such termination, the County Library will give to the Regional Library all books, records, equipment or supplies it may have belonging to or pertaining to the Regional Library and the Regional Library shall pay to the County Library any sum still owing it under the terms of this contract.

5. In all matters relating to the administration of this agreement, the Director of the Regional Library shall represent and act for the Regional Library Board and the Director of the County Library shall represent and act for the County Library Board.

(Signatures)

Starting a Library Book Collection

A. ROSEMARY BOWERS

Catalog Librarian, Library Division

Probably every practicing librarian has day dreams about the pleasures of starting a brand new library collection, and, in these days of resurgent library development, some librarians are getting the opportunity to bring the day dream to life. I suspect they would testify that in real life it has some aspects of a nightmare, and that one of the nightmarish aspects is the time factor. The library is founded today, and it would be nice if you had a good-sized, workable collection in service by tomorrow! Unfortunately, one cannot just telephone a rush order for a thousand, or ten thousand, or a carload of books. They must be selected title by title, with the hope that each will be worthy and able to fill its allotted chink in the mosaic of a good library collection.

The American Library Association's guide, *Public library service*, recommends that there should be at least 100,000 volumes in a library system, with four or five thousand new titles added annually. At that rate, even if several copies of each title were added, it would take some years for a new library to build up to the desirable size. If I were organizing such a library, I would hope for a generous beginning book budget, so that the library could make an early start toward its book collection goal.

I think if I were setting out to develop a collection for a new library, I would start, first of all, with the book selection tools, in roughly the following order:

Standard catalog for public libraries. H. W. Wilson Company, 950 University Avenue, New York 52, N. Y. 1958, with supplement, 1959. Priced on service basis.

Fiction catalog. H. W. Wilson Company. 1950, with supplements, 1951-55, 1956-58, 1959. Service basis.

Children's catalog. H. W. Wilson Company. 1956, with supplement, 1957-59. Service basis.

Standard catalog for high school libraries. H. W. Wilson Company. 1957, with supplement, 1958-60. Service basis.

Booklist. American Library Association, 50 East Huron Street, Chicago 11, Ill. Semi-monthly. \$6.00 a year, 40c a copy. I would want to have *Booklist* back to September

1, 1958, the first issue of volume 55, to bridge the gap since the latest supplements to the Wilson Catalogs.

Publishers' trade list annual, with its two index volumes, *Books in print*, and *Subject guide to books in print*. R. R. Bowker Company, 62 West 45th Street, New York 36, N. Y. Annual. *Publishers' trade list*, \$7.50, each index volume, \$17.50.

Cumulative book index. H. W. Wilson Company. Monthly, with cumulations. Service basis. *Cumulated book index* is still in print back to the 1938-42 volume. Although the older volumes would not be immediately helpful in the urgent first book orders, they are proven, highly valuable bibliographic aids for the work of the library in years to come.

Library journal. R. R. Bowker Company. Semi-monthly. \$9.00 a year, 50c a copy. Volume 84, starting with January 1, 1959, would span the time to the Wilson Catalogs; but it would be well to have older issues of *Library journal*, since the material covered is different from that in the Catalogs.

Book review digest. H. W. Wilson Company. Monthly, with cumulations. Service basis. Still in print are the annual volumes for 1905-14, and 1946-date. I would want them starting with 1946.

Winchell, Constance M. *Guide to reference books.* American Library Association. 1951, \$10.00; supplements, 1950-52, \$3.25, 1953-55, \$3.50, 1956-58, \$3.75.

Wilson library bulletin. H. W. Wilson Company. Monthly except July and August. \$3.00 a year, 35c a copy.

Saturday review. Saturday Review, Inc., 25 West 45th Street, New York 36, N.Y. Weekly. \$7.00 a year.

New York Herald Tribune book review. New York Herald Tribune, Inc., 230 West 41st Street, New York, N.Y. Weekly. \$2.50 a year.

New York Times book review. New York Times Company, 229 West 43rd Street, New York 36, N.Y. Weekly. \$4.80 a year.

Atlantic, *Harper's*, and other periodicals with book review sections.

Librarians who have started new collections recently, have had various special opportunities for help in starting their collections. Lacking such opportunities, I would start with the 1957-59 supplements to the Wilson Catalogs, begging the use of someone else's while I waited for the arrival of my own. Since the Catalogs list only recommended titles, the process of ordering from them can be much quicker than from some other sources. The book selector need not ponder the possible quality of the books listed; he can be confident of their value. The only factor that might deter me from ordering every title listed would be the size of my book budget and the necessity of allocating some of it to the purchase of older and newer titles.

The 1957-59 supplements to *Standard catalog for public libraries*, *Fiction catalog*, and *Children's catalog* offer a total listing of: 676 adult non-fiction, 193 of them starred for first purchase; 1,041 adult fiction, 285 of them starred; and 759 juvenile, 202 starred—a total of 2,476 titles. *Public library service* recommends that about 750 out of every 5,000 titles in a public library be for children or young people. 759 out of 2,476 is a considerably higher proportion. I think that, to establish a better balance in my first order, I might consider only the 202 starred titles in the *Children's catalog*.

Public library service also recommends an average of four copies of a title for every 100,000 people to be served by a library. That average allows a wide range in actual number of copies for any one title. Librarians with whom I have talked agree that it is impossible to have a cut-and-dried formula for deciding on number of copies to be ordered, that it is practically a matter of individual decision for each title. I think that for my first order, considering the need for a quick supply of a great variety of material, I would limit the duplication of copies chiefly to starred adult and juvenile fiction.

One other question would have to be considered before the order could be sent on its way. Should the books be ordered pre-bound in library binding? Such binding is expensive; I would think it wise to estimate an average cost of \$1.90 to \$2.00 per volume

over the discount price of the books. But if it is expensive it is also essential for some books, if they are to last at all. I should want pre-binding for at least all juvenile fiction.

The first order list completed, I would turn to the two years of *Booklist* since September 1958, for the newer titles that are always in demand. The items in *Booklist* would add up to a wide-ranging, widely readable collection. A quick check of half a dozen issues from these two years produced a few average figures on listings per issue: 65 adult non-fiction, 25 adult fiction, 8 adult new editions, and 30 titles for children and young people. Multiplying these figures by 44 (the number of review issues in the two years) gives a roughly estimated total of 2,860 adult non-fiction, 1,100 adult fiction, 352 adult new editions, and 1,320 juvenile—approximately 5,700 titles. Since *Booklist* (except for its "Subscription books bulletin" section) shares with the Wilson Catalogs the virtue of listing only recommended titles, I could be sure that every book reviewed would be worth adding to the library, and my selection would be limited only by the budget and the need of spending some of it for older titles.

At this point, between *Booklist* and the Wilson Catalogs, I would probably have a good start on acquiring the reference books essential for a working library. But at this point it might be wise to stop, look, and make sure I had at least a minimum of those basic reference tools. They should include the following:

Encyclopedia Americana. Americana Corporation, 575 Lexington Avenue, New York 22, N.Y. 1960, 30 volumes, \$199.50.

Encyclopaedia Britannica. Encyclopaedia Britannica, Inc., 425 North Michigan Avenue, Chicago 11, Ill. 1960, 24 volumes, \$299.00

Collier's Encyclopedia. P. F. Collier & Son Corp., 640 - 5th Avenue, New York 19, N.Y. 1959, 20 volumes, \$239.00

World book encyclopedia. Field Enterprises Educational Corp., Merchandise Mart Plaza, Chicago 54, Ill. 1960, 20 volumes, \$104.00

Readers' guide to periodical literature. H. W. Wilson Company. Semi-monthly, with cumulations. Service basis.

- Ayer, N. W., & Son. *Directory: newspapers and periodicals*. N. W. Ayer & Son, Inc. Washington Square, Philadelphia 6, Pa. Annual, 1960, \$30.00.
- Schaff-Herzog *encyclopedia of religious knowledge*. Baker Book House, Grand Rapids, Mich. 15 volumes, \$78.50.
- Yearbook of American churches. National Council of the Churches of Christ in the U.S.A., 475 Riverside Drive, New York 27, N.Y. Annual. 1959, \$5.95.
- U. S. Bureau of the Census. *Statistical abstract of the U. S.* Superintendent of Documents, Government Printing Office, Washington 25, D.C. Annual, 1959, \$3.50.
- World almanac and book of facts*. N. Y. World-Telegram & The Sun, 125 Barclay St., New York 15, N.Y. Annual. 1960, \$2.00.
- Council on Foreign Relations. *Political handbook of the world*. Harper & Brothers, 49 East 33rd Street, New York 16, N.Y. Annual. 1960, \$4.50.
- Minnesota. Secretary of State. *State of Minnesota legislative manual*. Minnesota Secretary of State, State Capitol, St. Paul 1, Minn. Biennial. Free.
- U.S. Office of Government Reports. *U.S. government manual*. Superintendent of Documents. Annual. 1959-60, \$1.50.
- Webster's *New international dictionary of the English language*. G. & C. Merriam Company, 47 Federal Street, Springfield 2, Mass. 2d ed., 1957, \$39.50.
- Van Nostrand's *scientific encyclopedia*. D. Van Nostrand Company, Inc., Princeton, N. J. 3d ed., 1958, \$29.75.
- Dorland's *illustrated medical dictionary*. W. B. Saunders Company, West Washington Square, Philadelphia 5, Pa. 23d ed., 1957, \$12.50.
- Thomas' *register of American manufacturers*. Thomas Publishing Co., 461 - 8th Avenue, New York 1, N.Y. Annual. 1960, 4 volumes, \$20.00.
- Grove, Sir George. *Dictionary of music and musicians*. St. Martin's Press, Inc., 175 - 5th Avenue, New York 10, N.Y. 5th ed., 1954, 9 volumes, \$127.50.
- Bartlett, John. *Familiar quotations*. Little, Brown & Company, Cambridge, Mass. 13th ed., 1955, \$10.00.
- Essay and general literature index*. H. W. Wilson Company. Semi-annual, with cumulations. Service basis. 1900-1954 are covered in four volumes.
- Granger, Edith. *Index to poetry*. Columbia University Press, 2960 Broadway, New York 27, N.Y. 4th ed., 1953, \$35.00; supplement, 1951-55, \$20.00.
- Ottomiller, John. *Index to plays in collections*. Scarecrow Press, Inc., 257 - 4th Avenue, New York 10, N.Y. 3d ed., 1957, \$9.50.
- Cook, Dorothy. *Short story index*. H. W. Wilson Company. 1953, Service basis; supplement, 1950-54, \$5.00.
- Current biography*. H. W. Wilson Company. Monthly except August, with annual cumulations. Monthly issues \$4.00 a year, annual cumulation \$6.00.
- Who's who*. Macmillan Company, 60 - 5th Avenue, New York 1, N.Y. Annual. 1960, \$20.00.
- Who's who in America*. Marquis-Who's Who, Inc., Marquis Publications Building, Chicago 11, Ill. Biennial. 1960-61, \$26.00.
- Who's who in Minnesota*. Minnesota Historical Society, St. Paul 1, Minn. 1958, \$27.50.
- Minnesota. Statehood Centennial Commission. *Minnesota authors; a selected bibliography*. Minnesota Historical Society. 1958, \$1.35.
- Kunitz, S. J., & Haycraft, Howard. *20th century authors*. H. W. Wilson Company. 1942, \$8.50; supplement, 1955, \$8.00.
- New century cyclopedia of names*. Appleton, Century, Crofts, Inc., 35 West 32nd Street, New York 1, N.Y. 1954, 3 volumes, \$39.50.
- Adams, James Truslow. *Dictionary of American history*. Charles Scribner's Sons, 597 - 5th Avenue, New York 17, N.Y. 1940, 6 volumes, \$60.00.

Now, for general books of solid, long-standing worth, I would begin on the starred titles in the big volumes of the Wilson Catalogs. Here is a rich mine of material, and my delay in starting on it would be due to just one consideration—the need for a first, quickly-assembled order to begin the collection. Ordering from the Wilson Catalogs is necessarily slower, because many

of the books listed are already, regrettably, out of print, and many others are superseded by new editions or by other works. Here *Books in print* would come into heavy use, to help me weed out of my order list the books that are no longer available, and add to it the latest editions of other titles.

It would be now, too, that I would check the 1958-60 supplement to *Standard catalog for high school libraries*, passed over when the other supplements were checked. So many of the titles in this Catalog are also listed in the adult and juvenile volumes, that ordering from it would be delayed by the need to compare lists to avoid duplications.

By this time I would expect that my library collection would be taking shape and rounding out, and the filling-in process would start—a filling-in that would continue through all the years of the library's existence. With a good start made, I could settle down to the slower procedures of checking other sources where the fact that a book is reviewed does not necessarily mean that it is approved. First, among these

sources, I would turn to *Library journal*, for books more scholarly, more technical, or possibly more sophisticated than those in *Booklist* and the Wilson Catalogs. In *Library journal* some reviews are definitely unfavorable, while others recommend a book for only certain kinds of libraries; the book selector must read the review and then judge for himself and his library.

Meanwhile there would be a steady stream of current book review periodicals to read, with their reports on newly published titles that must be considered for purchase, so that the collection would stay up to date. There would be lists such as those in the play, poetry, essay, and short story indexes in the reference collection. There would be suddenly realized needs for books on particular subjects, to be found through *Subject guide to books in print*, *Cumulative book index*, and *Book review digest*. And there would be the still unexplored wealth of unstarred titles in the Wilson Catalogs, which must be considered and ordered generously lest I fail to enrich and mellow the brand new collection with the wisdom of the past.

Extra Copies Available

Extra copies of this issue will be available for purchase. This arrangement was made especially to fill the advance demand for copies of the article "Education For and About Minnesota's Aging Citizens" by Hansen, Taves and Nash. When this paper was presented at the first workshop of the Education section of the Third Governor's Conference on Aging in August, those attending were almost unanimous in their request for copies and their willingness to purchase one or more.

Persons or organizations desiring to purchase a copy or copies of this article may obtain complete copies of this issue by writing:

Mr. Roger Mattson
Documents Section
Department of Administration
Room 34, State Office Building
St. Paul 1, Minnesota.

The price: 50 cents a copy.

Education For And About Minnesota's Aging Citizens

GARY D. HANSEN, MARVIN J. TAVES, BERNARD E. NASH*

It is the purpose of this paper to portray Minnesota senior citizens regarding their attitudes about, experiences in, and needs of both formal and informal education. This description provides a foundation to help answer the question: How do we educate senior citizens? The answer requires personal and societal interest, legislation, financial resources, administration, professional personnel with special techniques, space and physical facilities. In order for the aging to obtain more of the best education; considerable planning, organization, and co-operative co-ordination by agencies, schools, and state departments are mandatory.

Education can be a vital force in conserving, developing and utilizing the talents and resources of older people for mutual benefit to themselves and other members in our society. Older people, and especially those retired, have much free time. Education will in part determine whether it is spent in creative endeavors, in satisfying leisure time activities, or in doing nothing. In the Minnesota senior citizens study, among those who had retired, the most difficult thing for them to get used to was the absence of work to do, just sitting around, or having so much free time on their hands. This problem was most critical to the rural sample with 74 percent reporting it. Forty-five percent of the institutional dwellers (i.e., those in nursing homes and homes for the aged) were next, and those least troubled were the community (i.e., urban and metropolitan non-institutional sample) dwellers, 33-45 percent. It is the responsibility of the individual, the groups he belongs to, the local,

state and national governments to keep the older person in the main stream of all aspects of life and to eliminate the vacuums or voids of: nothing to do, absence of association, lack of stimulation, and feelings of uselessness.

Personal development is a desirable and a realistic potential goal at every age and logically should be more rewarding with increasing maturity. If more high quality education can be made available to senior citizens, continued development for them and others in mental, physical, spiritual and social health is very probable.

Partial confirmation of this was derived from a study of the Hudson and Sirovich centers, sponsored by the New York City Welfare Department, wherein those senior citizens participating for six months had an 88 percent reduction of their attendance at health clinics.

Education for and about aging should focus upon helping senior citizens retain their motivation, freedom, happiness, and achieve satisfactory personal and social adjustment. It should be designed to fulfill needs, to encourage development, and to enhance positive self-conceptions. The difficulties, challenges and opportunities that aging bring could be met with increased security, freedom and capacity if education is made available.

Aging can only be most satisfying and meaningful if and when the social climate or the societal attitudes, values, and practices toward aging are altered through reconditioning. This major task may presently be best achieved through the mass communication media and by our educational institutions teaching positive attitudes and displaying favorable practices toward aging to persons in every stage of the life cycle. Education for and about aging will have practical, compensatory returns as older people serve their communities, help to educate others, co-operatively vote for community development, create products for the markets, manage finances to retain independence, etc. The possible returns are multiple.

The increasing availability of free time to

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almost every segment of our population deserves considerable attention by the leaders of governments, industries, and churches and teachers of schools. Free time is abundant particularly for the retired and older people in general. Time wastage is *unfortunate* since there is such a need for time to be devoted by capable and mature people to: keeping abreast of developments in a changing world, providing services to the sick and needy; international study, co-operation, understanding, and reciprocal services; scientific investigation of all subjects; for interpretations of the world, its history and the meaning of today's events; efforts towards peace; discovery of truth in every sphere of activity or subject matter; and to the creation of better living conditions; improved social relationships, and greater personal satisfactions. We cannot as a nation afford to waste the free time we have at the risk of communistic domination. The ability to use free time in a useful, creative and satisfying way may be as significant for individual happiness and development in the future as is current training, preparation and execution of work in our modern day. Any surpluses should be harnessed to do the social and individual chores of an independent, affluent society.

In planning education for and about the aging, it is necessary to consider different appeals for several types of individuals in every age group. First are the *leaders*, who may be characterized as: self-actualizing, internally motivated, creative in many activities and thoughts, and flexibly operative in a variety of roles. The leaders participate in formal and informal education as they search for stimulating thinkers to interact and react to. If an education for and about the aging movement is to occur such leaders will spark it at community, state, and national levels.

The *followers* are the second type. They require an outside stimulus before they will become interested in an educational program for themselves or others. They are the largest group who may profit most from educational programs. They are tolerant, agreeable, and will go along with almost anything, but they are frequently noncommittal when it comes to taking a stand themselves, exerting leadership or active influence in the beginning. Fortunately they

are trainable and some will eventually approach the leader type.

The *lethargic* constitute a third type. They care little about education for others, especially the aging, unless it comes free with advertising through their television set. To the lethargic, world events and personal circumstances are automatic and predestined. Personal energies and resources might as well be saved for the big crisis like a yearly bath, a lost bridge game, or a downpour on a sailing day. Intensive changes in circumstances, counseling or teaching might alter their behavior. This is a group whose attitudes and actions could perhaps have been altered by preventive education at earlier more impressive stages of the life cycle.

Isolates withdrawn from cooperative or competitive association constitute the fourth type. They may be socially incompetent and are potential patients for mental institutions with serious neuroses or psychoses. Among them are some of the lonely, idle, the cynical and pessimistic. Unfortunately with continued isolation, their prospects of developing a more positive point of view are dismal. Thus these four groups of people obviously require different appeals and programs. The approach for the first two can be formal and informal educational programs especially designed for senior citizens. But, for the latter two, rehabilitation and intensive counseling or other similar services will be necessary to help them. A big concern for education is to prevent future membership in the lethargic and isolate categories.

For the professional leader and educator in aging, there are certain personality characteristics or actions which, if taught and practiced, would be helpful in adjustment to aging. These characteristics are: flexibility instead of rigidity, expansion rather than constriction, tolerance of ambiguity rather than requiring prescription, creativity instead of docility, variable interest and activity patterns, empathy, autonomy and problem solving.

Age and Education Distribution of Sample

The persons interviewed were well distributed between 65 and 90 years of age. Slightly over one-third of the community dwellers were between 65 and 70, while only 10 percent of the institutional dwellers

were this young. Between 40 and 50 percent of all dwellers were from 71 to 79. About 50 percent of those living in institutions were 80 years or older, while only 16 percent in communities were in this age range.

Eighty-five percent of the rural sample, 50 percent of the urban-metropolitan community dwellers and 60 percent of those in institutions completed eight years or less of school. About one-fourth of all groups in the urban and metropolitan areas had between 9 and 12 years of school inclusive, while only 13 percent of the rural had an equivalent. Only two percent of the rural had more than 12 years of school, while between 15 and 20 percent of the urban and metropolitan had such advanced schooling.

Education for Skills and Hobbies

An indication of talents and resources not being used among our senior citizens is the response to the survey question, What special skills do you have that you do not now use but would enjoy using again? Of those who answered the question about 9 percent indicated that they had professional, technical or kindred skills that they would like to use and about 11 percent indicated that they had craft or foremanship skills. Smaller percentages indicated that they had clerical, operative, service and farm skills. It is possible that with opportunity and/or with educational training they could easily utilize these skills in second careers, in the training of younger people, or in the service of their communities.

Thirteen percent of the aging in the Minnesota survey said that their hobby was reading. Thus, one in eight probably gains much informal education from this. Over 33 percent indicated their hobby to be sewing, knitting or crochet work. Gardening was listed by 18 percent of the people living in communities and by 5 percent living in institutions. About 6 percent indicated that music, art or photography was their hobby. Indoor games or sports such as checkers, cards, chess or dancing were indicated by 10 percent of the community and 4 percent of the institution dwellers. Thirteen percent in the community were interested in field sports such as: hunting, fishing and golf. About 7 percent were interested in craft work: hobbies with plastic, leather, wood, metal or clay. The high proportion of those who sew, knit or crochet could be very

helpful in providing these finished products to individuals needing them or instructing younger people. Those interested in indoor games or sports with minimal instruction and administration could be organized into clubs which would have considerable recreational and social value. Those interested in hunting, fishing, golf and other field sports might also teach younger people. The same is true for those interested in craft work who could especially be benefited by instruction, available materials and places to work. Is it possible that these senior citizens, experts in their hobbies, might make a major contribution to the younger generations by teaching them these satisfying free time activities? Undoubtedly they could teach and encourage youth groups such as the Boy Scouts, Camp Fire Girls, the YMCA and YWCA.

Unique Time Distribution in Aging

Senior citizens in the survey were asked to indicate the activities that they spend more and less time in since they reached age 65. It is instructive to consider the ways in which they distribute their time in their later years. There is a dramatic increase of listening to the radio and watching television by all groups with 57 percent of the metropolitan and urban community dwellers indicating more time, 45 percent of the congregate and 40 percent of the rural indicating such. Thus, the use of informal channels of education is increased by almost half after age 65. Only 9 percent of those living in the community report a reduction in the amount of time spent listening to the radio or watching TV, whereas about one-fourth of those living in institutions report a reduction after age 65 in this activity.

More time was spent since age 65 staying around the house with wife or husband by 57 percent of community dwellers, 60 percent of the rural, and 26 percent of those in institutions. More time was spent since age 65 working around the house according to 41 percent of community, 48 percent of the rural, and only 6 percent of the institution dwellers. Those living in institutions disproportionately report just sitting and thinking as an activity absorbing more time. Sixty percent of them report this while 40 percent in the community report such. Most of this time is probably spent in sitting rather than in thinking and the thoughts

more directed toward the past than the present or the future. The large amount of time spent around the house with one's companion and working, watching television and listening to the radio and sitting and thinking could very well be spent in part in educational activities or experiences.

Larger proportions of older people enjoy more than anything else to visit or to communicate by phone or letter with their family or friends. This was true for one-fourth to one-third of all respondents. Almost one-third indicate that indoor activities such as television, radio and reading were the most interesting or enjoyable things in their daily life. Traveling on long or short trips is only mentioned by one percent, outdoor activities by four percent, going to church or religious activities by eight percent, activities away from home such as: movies, games, dancing, shopping by only three percent, hobbies or using skills of painting, music and reading, etc. by 10 percent.

Thus, informal education and especially through the mass media would reach and perhaps bring satisfaction to many senior citizens. Programs designed in education of a formal nature should provide ample opportunity to visit or socialize. Correspondence courses might appeal to those who like to stay at home indoors. Those who enjoy using their skills of painting, music, reading, etc., might also enjoy instructions on how to create new things or improve the quality of performance or production. The small portion enjoying activities away from home most suggests that formal classes will need to be very helpful, stimulating and new experiences which can compete favorably with home or neighborhood activities.

One-fifth in the community and one-tenth in institutions said they wanted to travel when they reached 65. Traveling was the most popular activity which had been hoped for by the pre-65 year old in his later years. Senior citizens embarking on such tours could teach children and other interested adults about what they learned, and did, and how other live. Opportunities like this maintain motivation and broaden perspectives.

Reading Patterns

Only two percent of the community

dwellers and 12 percent of the institution dwellers reported that they do not ordinarily read anything during a week's time. Newspaper reading was most popular. Ninety-four percent in the community and 80 percent in institutions read it during a week's time. Magazines ranked next and were read by about 80 percent in the community and 60 percent in institutions. Books followed magazines with between 31 and 49 percent of all indicating book reading. Other non-specified literature was reported read by 20 percent of the respondents. Thus, the three most popular or prevalent sources of reading material are utilized extensively by senior citizens on a weekly standard. Newspapers and magazines apparently reach over three-fourths of those over 65.

Respondents were asked how many hours per week they spent reading. Only 4 percent of the community dwellers and 20 percent of the institutional dwellers said they spent no time at all at it.

About one-third indicated reading from one to six hours inclusive per week. About one-third in the community and one-sixth in institutions read on the average of 10 hours a week. About one-fifth of all averaged 16 hours a week. Fourteen percent of all groups reported reading more than 20 hours a week. Thus one person in seven is spending half of a work week or more reading, 3 institution dwellers compared to five community dwellers of 7 are reading between 7 and 20 hours per week.

What kind of reading is preferred? Histories, autobiographies, and biographies as a group ranked first; mysteries ranged second; the Bible or other religious articles, third; western or cowboy stories, fourth; outdoor sports such as hunting or fishing, fifth; and love or romance stories ranked sixth. No important differences emerge between community and institution dwellers. One percent of the total sample indicated that they liked to read comic, joke book or humor type stories. Thus the three categories of stories which ranked highest could be evaluated as relatively complex and detailed. It is interesting and perhaps to be expected that stories which deal with the past ranked first, mysteries which are somewhat of a fantasy nature and Bible or religious articles which often refer to the good life and the potentiality of life after

death are most important to the senior citizen.

Community Services and Facilities

The respondents were asked whether they desired certain facilities and services which could be made available through their communities and if these were made available, if they would utilize them. The following data were based on a statement representing an estimate of potential utilization rather than merely of desire for availability. For purposes of simplicity, the responses of the noncongregate or the community group will be examined first, the congregate later.

Four items head the list of facilities and services desired by the community groups in both metropolitan and urban samples: visiting programs, free or low-priced health clinics, card games and social organizations or recreation clubs. Each of these is listed by over one-third. Would it be possible for health clinics to include group instruction and available printed information on better health for aging? Adult education classes for senior citizens, hobby shops, and work on community improvement programs at little or no pay were listed by approximately one-third from both the metropolitan and urban communities. One in three indicating the desire for adult education classes is something quite different from the one in 30 in the nation over 65 who participated in formal adult education classes in 1957. Thus the desire and demand is much greater than is presently being satisfied.

Smaller proportions indicate potential participation in outdoor and indoor sports, board games, dances and pool. These desires could be fulfilled in day centers where various reading materials, TV, etc., were also available. Institution dwellers are less often interested in expansion of community facilities or services except for more opportunities for movies. Items mentioned by about one-third of the congregate groups are visiting programs, free or low-priced health clinics and movies. On the whole their reported participation potential on the other activities parallels the community group at a somewhat lower level of interest, except that the institutional group is markedly less interested in social organization, recreation programs, and both outdoor sports.

Library Services Available and Recommendations

Library and study services available for older people in the community were reported by about 40 percent of the urban and 60 percent of the metropolitan. About one-third of the urban said "No, library and study services were not available for older people in the community," whereas, 13 percent of metropolitan said "No." About one-fourth of all senior citizens interviewed did not know if library and study services were available. Those who said "Yes, library and study services were available," were asked when they used the services last, if ever? About one-fourth of these community dwellers and 15 percent of these institution dwellers report that they never or seldom used the available library and study services. Only one person out of 20 among those who knew the services were available used them either occasionally, frequently, or very often.

In discussion with Hannis S. Smith, Director of Libraries, Minnesota Department of Education, it was learned that all of the metropolitan and urban communities in the sample actually have library and study services available for *all* people. In fact every incorporated place, 2500 population and over, in the state has a public library. The three metropolitan, and some of the urban, have had library and study services for more than 50 years. Thus, there are serious discrepancies between knowledge about and the actual existence of such services. This generalization likely applies in varying degrees to almost every public and private service available to the aging throughout the country.

The rural aging are accurate in reporting fewer library and study services than available to others. County-wide public services are not available in two of three rural counties studied and in the other county the services may not be adequately available or utilized by the residents. However, the state library director and planners visualize a consolidated, *large area, rural library system*, consisting of several counties in each area unit. This plan would make library services available to all residents within each area and the quality, including bookmobile deliveries, would far surpass existing services.

At the present, libraries need to publicize more completely the scope of their services

on television, radio, and in newspapers. This would be uniquely important to aging citizens who spend so much time with these communication media. Libraries could render an eminently useful service to the aging by making space and materials available in the daytime for adult education classes. The Maryland study revealed that *day* courses, rather than in the evening, are desired by the aging. Since schools are troubled with crowded rooms and half-day schedules, it is logical for libraries, that are most extensively used in late afternoon and evenings, to invite day instruction for senior citizens. This would be in addition to or in conjunction with current informational film programs available for all, and of special interest to those with minimal reading skills. Reading materials with large print of interest and in understandable language should be multiplied especially for the aging who are characterized by limited education.

According to Mr. Smith, there is much reading material available on aging for the professional working with the elderly. Materials specifically for preparation for aging and life in the later years are available to senior citizens. Libraries need to integrate the aging people into existing programs and services and, in addition, provide special programs separately for the aging. Such a combination seems likely to meet the most needs.

The public and especially community and library leaders need to be alert to the factors which handicap senior citizens and prevent a more intensive use of libraries. Transportation to the library is not always available and when it is, upon arrival, the older is faced with a climb to a monument rather than a building designed to serve all the public. One librarian's experience includes regularly serving six older, avid reading patrons by meeting them at the base of the steps to give them books. Such leadership and service is needed at all libraries wherein the staff is particularly sensitive to the subject matter and reading habits of elderly patrons. If the patron is homebound for any reason, a visiting service could be coordinated with book deliveries. Youth could well serve their seniors also by deliveries of reading material. Boy or Girl

Scout groups could initiate such services as a mutual benefit.

Individuals responsible for libraries at all levels should recognize that the ability to render high quality service is dependent upon the intelligence, *training, vigor, organization*, and perception of individual, group, and community needs. Librarianship rather than or in addition to custodial care of the library is the standard and desired objective.

Adult Education Classes

Classes for older people available in their communities were reported by slightly over one-third of all groups. They were reported as not being available by one-third of the urban dwellers and one-fifth of the metropolitan dwellers. About 35 percent in the community and about 45 percent in institutions did not know whether these classes were available or not. Of the 415 people who said that such classes were available, a total of 42 indicated that they had attended a class at one time or another. Thus about one in ten of these had participated in an adult education class. This represents one person in 33 of the total study and is a statistic which parallels the 1957 national average of one in 30 persons over 65 having participated in adult education classes. The community dwellers were represented more often than the institutional dwellers among those saying that they had participated in such a class. Fifteen of the 42 that had participated indicated that they did so frequently, often, or very often.

Respondents that said "no" or "don't know" were asked if they would use such library services as bookmobiles, talking book records, study groups, etc. if available in their communities. Thirty-three to 42 percent of all groups said they would. Between 34 and 50 percent said they would not and between 11 and 23 percent were undecided.

Those who said "no" or "don't know" if classes were available, were asked if they would use such classes if they were made available. Of these about one-fourth said they would. Slightly over one-half said they would not, and about one-fifth were undecided.

Responsibility for Education and Counseling Services

Labor and management were jointly given responsibility for retirement education by 45 percent in the study. About 25 percent said neither were responsible. The others assigned it to management four times as much as to labor.

Asked whether they would favor or not favor government information and counseling services; 2 in 5 want both, one wants information only, one is undecided and one opposes it. If desired such services could supposedly be organized either through the already existing county welfare offices, county extension services or social security offices.

Response to Questions in White House Conference Background Paper

In response to questions raised by the White House Conference background paper on education for aging, it seems necessary to integrate courses for aging into the existing school curriculums at each appropriate level, with favorable conditioning toward aging during the early years, specific planning and preparation for aging courses available to persons 30 years old and over, and fairly intensive retirement preparation beginning at age 60. In addition to such integration it will probably be essential to give separate courses through employes and social service agencies.

A key question is "When should education for aging start?" Ages of particular emphasis were mentioned above but this is not adequate. In order for the attitudes, values, and practices toward aging in our society to be changed to a more positive view, education must occur during the most impressionable and developmental years, early childhood. Since the children learn the most from, and imitate parents, it is of the utmost importance that parents lead the way for their children in providing an exemplary set of attitudes and practices toward the older generation. In order for our society to achieve the highest potentials in aging, parents will have to provide the models for their children to follow. Reason and family social psychology attest to this.

The older person should not be required to pay fixed or high tuition rates for education because this will immediately eliminate

many who otherwise are motivated. The free tuition policies of different universities should be studied to determine their effects upon the older students. Where such arrangements are possible without serious negative results, it seems highly desirable to continue in such programs not only for class work but for assemblies, theatre, symphonies, convocations, library, etc. However, it may be necessary for some older people to retain an independent self image to be self-financing. Some institutions need the financial support from older people in return for the services rendered. In these cases tuition rates and other services could be provided on the basis of the individual's ability to pay. Although this may be minimal in some cases and nothing in others, it will at least partially satisfy individual and institutional needs.

Recommendations

In order for the state leaders in aging, scientists, educators, business and industrial personnel, social service professionals, and other citizens of the communities to develop a rapidly expanding, high quality, and far reaching program for Minnesota's aging citizens, it is of first importance that organizations be established whereby communication, planning, and coordination can be achieved. Action in the immediate future and long range planning are the goals.

We strongly recommend that there be established an organization on gerontology, similar to those in over 10 other states, which would include statewide membership concerned about all facets of aging. This might become the center which could expedite the goals of community action, research and evaluation. Such an institute could be a combined state and university organization with fundamental leadership exercised by existing state officials, senior citizens committee members, and university personnel interested in aging.

Some committees which could easily be immediately established within the institute are: community action, education, research, housing, social services, health, employment, retirement, and communication.

Committee Membership and Goals

The education committee would be designed to assess the needs and activate educational programs throughout the state at

every level of education for and about aging. From the education committee, the University of Minnesota and branches, all private and junior colleges, could be encouraged to offer special courses on aging for the professional and for the aging person himself. The education committee could be responsible for a training program of specialists in aging and the coordination of such programs leading to degrees or certifications in aging on the graduate level.

The education committee should encourage universities and colleges to sponsor workshops and training programs to stimulate and train industrial personnel, directors and retirement counselors on the services they will be called upon to render. Representatives of labor and management should be included.

The education committee could work at establishing an extension specialist in aging for the state of Minnesota to work closely with county and community leaders.

State and county leaders of libraries hold key responsibilities. They could develop statewide library services such as: free library cards and loan privileges, special mobile truck delivery services to senior citizen day centers, reader guidance services to the aging, information on activities and services of local agencies on aging, special shelves for reading rooms including book lists especially for the aging, some large type print reading materials, and program planning services.

The research committee could be organized as an interdisciplinary team with representatives from education, sociology, psychology, physiology, architecture, economics, medicine, etc., similar to the research center for juvenile delinquency and criminology established this year at the University of Minnesota.

The health committee would include persons trained in public health, mental health and other members of the dental and medical professions. A key service which they might render would be to establish throughout the state free or low-priced health clinics which are currently in great demand by senior citizens. These clinics might include the teaching of health and nutrition facts by experts. The clinic could provide thorough physical, mental and social examinations to determine the health of the aging citizens. A medical doctor could supervise

such clinics but could be assisted by many with lesser, but professional training.

The employment committee could be established with one of their major goals to utilize the resources of time, energy and money that senior citizens have in productive and creative ways. It seems desirable for senior citizens to be trained to provide services especially for each other or the general population. Training in practical nursing and home services would be immediately practicable. Learning to teach, condition or guide youth and adults younger than themselves are possibilities. There is a strong need to train older workers in order for them to retain their employment in technical jobs they face in an era of increased automation. Older workers will need more information and training to competitively make the grade.

Each committee should have as one of its major goals evaluation and assessment of their changing needs, resources, and programs. A member of each committee could be delegated to carefully study the experiences of advanced programs in Michigan, California, New York, Florida and at Purdue. In this way, education for and about aging will not be such a new concern with as many beginners' mistakes.

The communication committee would be responsible to inform the public and professionals through newspapers, magazines, and television. News for professionals working with aging could be published in a monthly newsletter. It is especially important for latest research findings and community action reports to be known.

The institute could sponsor a gerontology association which would be a professional organization for people in the state working with the aging population. Such an association would help organize conferences, perhaps publish a quarterly journal and stimulate research and action. Another function of the institute could be to set up a senior citizen organization whereby through their membership, older persons would receive mutual satisfactions.

An organization on gerontology could provide the opportunity to develop a very comprehensive state program for and about aging. The goal is happiness for senior citizens. This can be achieved through imaginative planning, energetic work, and cooperative coordination.

East Central Regional Library

MARJORIE J. POMEROY, *Director*

A milestone in Minnesota library development materialized when three rural counties joined ranks to provide regional library service. These counties, within easy driving distance north of the twin cities, form roughly a V-shaped service area with Mille Lacs County on the west, Pine County on the east, and Isanti County at the apex of the V in the south. Together they cover an area of 2,322 square miles, and support a population of 42,714 (1960 census).

Beginnings

The East Central Regional Library came into being in January 1959 when the boards of commissioners in Isanti, Mille Lacs, and Pine Counties signed the agreement of establishment, each appointed three members of the regional library board, and provided that each county would supply 1 mill toward this tri-county effort in 1959, 1 1/3 mills in 1960, 1 2/3 mills in 1961, and finally 2 mills (the legal limit) in 1962 and thereafter. A federal-state grant of \$58,150 in 1959, to be followed by successively smaller grants in 1960 and 1961, gave the new system its original impetus. Isanti County, which was already taxing 2 mills for library purposes, agreed to supply to the regional setup the same millage as the other two counties, with the remainder to be spent on library improvements in Isanti County. Prior to agreement by the three counties a great deal of preparatory work by individuals and community groups, with consultation and assistance by members of the state Library Division, had culminated in favorable votes in Mille Lacs and Pine Counties, and approval by the board of commissioners in Isanti County which had had a tax-supported county library since 1947.

Prior Library Service

Library service had been various in the three counties now pooling their efforts toward a coordinated library system. In Pine County perhaps the best-developed service had been at Hinckley with its tax-supported library and volumes numbering between 3,000 and 4,000. Hinckley's library millage stood at 5, and by early 1960 the village council and the library board agreed that that proportion of taxation

being supplied the regional setup by Pine County, Hinckley would likewise supply from its library fund. An arrangement is yet to be made with Sandstone, which also maintained a tax-supported library. Askov for some years had had a women's-club library using volunteer help and supplementary books from the Library Division. Because this women's group wanted to maintain its small library, the regional now supplies supplementary books to it rather than to duplicate services via the bookmobile. Pine City had elected to remain outside the regional.

In Mille Lacs County a women's club group had long supported an association library at Milaca; in Princeton for the past decade or so the high school had had to double as a public library; and in Isle for the past two years the women's group called the "Opti-Misses" had tried to promote a village library, but they voted to disband their collection as soon as bookmobile service had started. People from rural areas in these two counties were either unserved or else went to the nearest village library or sent individually for books to the Library Division.

Isanti County was the only one (before organization of the regional) having a tax-supported county-wide library service. Its method of serving the county outside of the headquarters in Cambridge was by means of approximately a dozen stations. In rural areas these were located in stores or post-offices. In the larger towns of Braham and Isanti such collections ranged from 400 to 800 volumes, and in smaller stations they often numbered from 100 to 300.

Early Developments

One of the first jobs of the regional library board after its own initial organization was to secure the services of a professional librarian as director. It was not until mid-August, however, that the present director assumed her duties. In the meantime the board began deliberations on what the location of the headquarters library should be, and authorized Emily Mayne of the Library Division to begin to select and place orders for books (which she undertook to do, selecting mainly from *Standard Cata-*

logs). The board also discussed tentatively the locations of branch libraries and the purchase of a bookmobile.

The location of the headquarters was one of the most significant early decisions of the board. Invitations came from Princeton, Milaca, and Cambridge business groups for the board to consider their respective towns as a headquarters site. The clinching offer was that of a new building to be built for library purposes and to be jointly financed by the village of Cambridge and Isanti County; it would be situated in Cambridge on property adjacent to the county courthouse. A further asset in this location would be the book collection of the Isanti County Library. The regional board voted to accept Cambridge as the center for the new tri-county library system. Then began consultations and discussions on the building itself. All decisions on the plan were made before the director arrived on the job. Original estimates declared that the building would be ready for occupancy by November 1, 1959, but with various delays encountered, it was June 22, 1960, before the open house was held in the new building.

Next Steps

The establishment of the first branch library "from scratch" was at Princeton. Board action prior to the director's arrival had already authorized purchase of shelving for quarters in Princeton that had already been rented by the village council for library purposes. In the meantime, Hinckley, an established library, had begun immediately to receive supplementary services as a branch. At Sandstone the library was then closed during construction of a new building in which it would be housed. Princeton, the largest town in the three counties (1960 population 2,347), was without public library service. Therefore every effort was geared to opening the Princeton Community Library as a branch of the regional library. The open house was held November 6 and 7, with the first day of actual business on November 9.

Open hours for the new branch were set at a liberal 30 per week, on the theory of allowing a maximum of public accessibility to the book collection. This schedule covered five afternoons and two evenings. Later at Milaca these same days of the week (excluding Monday) were scheduled

but with a total of 28½ hours. Hinckley maintained its previous schedule of 25 hours per week across the same afternoons and evenings adopted by the aforementioned. Sandstone, when it re-opened in June (not yet fully affiliated with the headquarters but receiving supplementary services as had Hinckley until 1960), was scheduled for two evenings a week. Askov by 1960 was maintaining increased hours at 10 per week.

At first, plans called for branch librarians who would work part of their schedules at headquarters. But the practical consideration of excessive travel (considering that the area covered was greater than one county) ruled out this idea in favor of a compromise. Branch librarians, on paid time, would be required to attend a staff meeting at least once a month. Although a central organization was desirable—that is, with headquarters people staffing the branches—it was not feasible in this system. Therefore, where choice was to be made, local persons were selected as branch librarians; in libraries already existing, the incumbent in charge remained the branch librarian. This system has a built-in advantage, in that a local person can keep closer touch with public attitudes and preferences in her area. But by attending regular staff meetings, the branch librarians can also gain a clearer picture of the workings of the whole system and can share their experiences with others.

Temporary Headquarters

The Isanti County Library became the temporary headquarters, housed in two basement rooms of the county courthouse; its stock estimated at 10,000 volumes became the nucleus of the regional library's collection. On the assumption that the stay in these quarters would be a matter of a few months, no attempt was made to search for auxiliary space. In actuality these severely limited quarters served instead for *ten* months for all operations and activities of the tri-county setup. Privacy in these surroundings was a forlorn hope and the ability to concentrate, a prime necessity. The smaller of the two rooms contained circulation desk with typewriter, office desk, a homemade book truck, recordings, filmstrips, work table with typewriters (new), supplies, self-list cabinet (also new), and boxes and shelves of books in various stages of processing. To say that there was scarcely

room to move understates the case. The larger room contained stacks open to public use, boxes of new books, two tables and chairs for public use, a borrowed work table, two book trucks (new), metal filing cabinet, and card catalog. All aspects of library organization — book processing, public service, executive affairs, — obviously were conducted under difficulties. It was in this period, too, that seeming hordes of salesmen descended upon this new agency as fair game for their wiles and wares. All business; the planning pertaining to new shelving and furniture and personnel interviews, to name a couple of the more difficult in these circumstances; was subject to a scene of apparent confusion and disorder; only apparent, because without order nothing could have been accomplished.

Even brief use of such limited space, it became immediately evident, required curtailment of open hours as previously maintained by the Isanti County Library (Mon. through Sat. 9:00 - 12:30, 1:00 - 5:30; plus Friday 7:00 - 9:00 p.m.). A temporary schedule cut all morning time, reducing the hours to 29 per week. The morning hours thus released were to allow some relatively free time for other-than-public duties, a purpose only partially realized because of telephone calls and off-hour visits by patrons entering the back way via the courthouse hall and furnace room.

At the end of June 1960 new hours in the new building started at 10:30 every day except Monday which began at 1:00, and closed at 9:00 on Monday, Wednesday, and Friday evenings, and at 6:00 on Tuesday, Thursday, and Saturday. Thus the open hours totaled 51½. Open time is continuous with no closing during a lunch or supper hour.

Internal Organization

During the interim before the move to the new building came the handling of many of the details of internal organization: setting up a location file in shelf-list order for each branch as it developed and for the bookmobile; designing report forms for circulation, materials assigned, and other records to insure uniformity throughout the system; outlining methods and procedures usually in writing, to provide the basis for a staff manual on ways of handling book orders, processing, reporting, and borrowers'

requests, and also to make the transfer of information from one employee to the next more reliable; devising a form for registering borrowers; and gradually revising or expanding circulation procedures.

The library began to use a daily circulation form on a 3"x5" slip that is essentially the same for headquarters, branches, and bookmobile and that is kept only until the figures are transferred to permanent daily-monthly records. For the extension agencies these slips provide space also for another kind of information than circulation; the number of subject and author-title requests sent to headquarters to be filled. This record makes possible at least a quantitative measure of extension reference service. "Materials assigned" and "materials discharged" records serve still another purpose. These records of shipments to and from headquarters (kept temporarily also on 3"x5" slips until the compilation of monthly summaries) provide factual evidence of the number of books made available month by month or in total to any agency, and are a handy supplement to the location file which provides evidence of books currently found there.

Because, in a fast-developing service, the headquarters book supply began to be seriously depleted by the new demands upon it, a system became necessary for recalling books out on request. A blue clip placed at the top of the circulating card came to be used as a signal for the relending agency to return the book to headquarters when the requesting borrower had finished with it. Use of this clip led to further experimentation with colored flags on the circulating cards. At first their practicality appeared doubtful because of the amount of card handling, but in practice the entire staff has approved their use. A green flag is used to indicate a reserve in file, a yellow flag to show current titles, and less frequently than these two, a maroon flag to indicate "return to source" when a book has been called in to fill a request. If a desired book is at a branch, for example, the location card is clipped with a green flag denoting the reserve and a notice is sent to the branch to send the book to headquarters temporarily; when the book arrives, the maroon clip is added to the circulation card to indicate to the next agency that when this

borrower finishes, the book must be returned to the branch from which it originated.

In connection with these controls it might be added that the bulk of all materials in the regional system circulate for one month (four weeks) to individual borrowers, with a two-week renewal allowable for materials not in immediate demand. For current titles the loan period is shortened to two weeks, with no renewal allowed; thus the yellow flag is an automatic signal of a two-week, non-renewable book without any other system such as a "not renewable" sticker or stamp required. Because of scarcity of supply, books copyrighted in 1959 as well as in 1960 are still on the "current" shelves. The green flag for reserves also indicated two weeks, not renewable. Films and filmstrips, by the way, are issued on the day stamp to insure briefest possible loan by the borrower, with a 4-day maximum allowed to permit mailing time for indirect loans.

One complication in the handling of books existed during the early months of regional operation in the necessity for changing the location of cards, pockets, and date slips. Books processed before the director's arrival had located the pockets in the front, whereas the Isanti County collection had them in the back. It was obviously desirable to avoid 2-way charging at the circulation desk, with every stack of books probably containing some processed both ways and necessitating extra handling to determine which was which. The best way to unify them seemed to be by changing the Isanti County books to agree with those more recently processed. Even though the number of books to be handled was thus larger than if the other group was changed, the preferred location of book cards (in the front) could be attained. This step, furthermore, could be combined with an inventory of the Isanti County Library collection, a restamping with the East Central Regional Library stamp, and incidental weeding and maintenance care.

The registration and circulation methods adopted, at least to start, were the old familiar ones. The library registers a borrower for three years and issues an identification card with borrower's number. It uses hand charging in circulation. There was no reason to believe, with a wholly

rural population and relatively small population centers, that hand charging would not be adequate; furthermore, a uniform charging method was preferred throughout and mechanical charging did not seem warranted, at least to start. Each lending agency has a stamp pad with its own distinctive color: black at headquarters, red for the bookmobile, purple at Hinckley, and so on. This system makes readily recognizable any books taken out at one agency and returned to another. In connection with circulation, the regional library board voted in the fall not to charge fines. This has resulted in no greater number of overdues than a library usually experiences, the total being very small in proportion to the number of books handled.

Securing personnel and setting up routines for them were not the least of the functions of internal organization. When the director arrived, there were a full-time and a part-time employee, the former an employee of long standing with the Isanti County Library. In October 1959 a college graduate with library science credits was hired and a part-time branch librarian for Princeton; in November a temporary part-time typist joined the staff; in December the prospective bookmobile driver came, to begin learning clerical routines; in February 1960 a full-time general clerk and a full-time clerk-typist were the next staff additions. In the summer of 1960 one "permanent" employee, a college graduate planning to go to library school after having gained practical experience, was added to the staff along with four temporary people (3½ in terms of time). The previous temporary typist had left in early April. A half-time janitor began his duties in the new building the end of May.

Further Developments

By mid-February 1960 the bookmobile was on the road, a 2400-volume Gerstenslager unit starting out loaded at less than capacity. Here, as in Princeton, a start was made prematurely from the standpoint of library standards, but from the public viewpoint in both instances, here at least was tangible evidence of activity by the regional library. A temporary limit in branch and bookmobile of three books per person was readily accepted by library users.

Bookmobile stops, routes, and timing had

been plotted with the aid of a state-owned bookmobile before our own big green and yellow one arrived, and the state vehicle was used during the first week of the schedule also. In the first schedule, planned for February through May, there were 39 stops, 11 each in Isanti and Mille Lacs counties, and 17 in the largest county, Pine (Isanti has an area of 442 square miles, Mille Lacs 568 square miles, and Pine, 1,412). The shortest time allotted was 45 minutes per stop, and the longest, two hours in towns of around 800-900 population. Monday was the "in" or non-operating day, following the pattern in the branches of Mondays being closed. Thus the bookmobile ran Tuesday through Saturday each week with Wednesday schedules lightest, allowing part of the afternoon "in". Some stops require 1½ to 2 hours travel time from or to headquarters (depending on whether the farthest stops are first or last in the day's run). Some days, in the interest of travel economy, are over 8 hours long; that is, to save having to travel on another day to the same area, all stops in that area are kept on the same run, even if that means exceeding the 8-hour day. The lunch-time allowance is planned at one-half hour. For the staff such long days must be equalized by the shorter days.

The bookmobile service has been received with enthusiasm. Typical of the general reaction was that of the group waiting in a snowstorm for the bookmobile's appearance on its very first run of its first schedule. This was on February 16, 1960, to Opstead, a country-store stop in northeastern Mille Lacs County. The people waiting were most happy that the bookmobile was coming to them, a fact expressed by every individual; snow could not deter them.

By the time the summer schedule was to be set, it was already certain that at least two stops had been duds whereas, in other cases, new ones needed to be added. Two stops that had brought no results were dropped, and two new ones in widely different areas were added, changing the totals to 9 in Isanti County, 12 in Mille Lacs, and 18 in Pine. A requested stop added in mid-summer increased the Pine County stops to 19 and made a grand total of 40. Several stops that had been slow in the winter were decreased to one-half hour for the summer (although in one of these cases, summer use

unexpectedly reversed the winter trend). The winter schedule set for September 1960 through May 1961 maintained the newly added summer stops in the winter schedule, and dropped one exceedingly slow stop in Mille Lacs County so that it now stands: Isanti 9, Mille Lacs 11, and Pine 19; total 39.

As a matter of policy the bookmobile does not stop at schools. However, it is flooded with school pupils in some areas because it has not explicitly forbidden their coming and because of school proximity to the stop location. The responsibility for student visits in these cases is the school's. The library stresses community bookmobile stops only.

On its first two-week round of its initial service in February 1960 the bookmobile circulated 873 books. In March, its first full month of operation, it issued 2997 volumes. In April the total rose to 3181, in May dipped to 2628, declined to 2474 in June, climbed back to 2971 in July, and reached 2818 in August. The highest daily circulation in any of these months runs well over 200, with one Saturday in August showing a total of 283.

The bookmobile had just gotten well settled into its schedule when in late May and early June the new library furniture and shelving began to arrive. The staff had moved shelving from the old building and some furniture into the work room of the new building by the end of April, so that book processing and some other jobs could be accomplished in less congested circumstances. The temporary headquarters was closed on June 8 to allow for the move and for organization in the building. The transfer of the books was nearly the last move and was accomplished with the aid of volunteers in several hours time. Except for a few undelivered shelves and pieces of furniture, everything was in readiness for the open house two weeks later. Then on June 23 the new library was open for business and experienced a land-office rush, circulating 292 books that day and 234 the next. With only two weeks open in June the headquarters circulated more books than it had any month since October. In July, circulation at the new library doubled over June's and in August the total went

177 higher to reach 3620. The highest daily circulation since those first two days was 199 on July 5.

The new building is built on an H arrangement with the left wing forming the reading room and the right wing housing bookmobile garage, L-shaped workroom, restrooms and hall, furnace room, and librarian's office. The center or lobby section, having glass walls from ceiling to floor both front and back, was originally intended as a reading area. The smallness of the workroom, however, necessitated other plans. Double-faced partition-shelving closing off a rectangular floor area adjacent to the original workroom, provides housing for current magazines on the public side and for storage of magazines on the non-public side of the long side of the rectangle; on the short end of the rectangle the public side allows special shelving for recordings, the non-public side, shelves for book distribution. The floor area surrounded by this shelving (about 1/3 of the lobby floor space) provides a workroom "annex", housing two desks, two tables (one quite small) a filing cabinet, and the piece of furniture holding the location files. A peg-board display bulletin board constructed by a handyman janitor and located by the front glass successfully conceals this work area which otherwise seemed a gold fish bowl.

In the reading room the children's section is at the back toward the windows (only one side has windows). On entering, one finds the young adult section immediately to the left. Then starts the adult non-fiction at the corner, occupying the entire front wall. At the next ccorner begins the adult fiction, followed by the Minnesota collection and the adult oversize books. The library board and the librarian deemed it best during the first months of operation in the new building not to put stacks in the library. But it is already apparent that stacks in the reading room (the only possible location for them) will be a necessity in the not-too-distant future. The furniture was so planned as not to be in excess when 1/3 of the floor space must be occupied by stacks. The circulation desk is situated at the entrance to the reading room, partly in it and partly in the lobby. There are four tables with chairs for adults (including young adults), three intermediate tables in the children's section, and two round tables

for the picture-book age. Several easy chairs, the catalog cabinets (adult and juvenile, back to back), an atlas stand, and two legal-size files for pamphlets, pictures, clippings, etc., complete the furniture. The reference collection is located on an inside lobby wall near the circulation desk, and directly opposite it across the lobby is the current-books shelving. Between the sliding doors in the expanse of glass at the back of the lobby is a long *Reader's Guide* table, at one end of which is temporarily located the filmstrip cabinet.

Only a month after the opening in the headquarters building, another branch open house was held on July 26 in Milaca, where service began the following day. For a month or two prior to the opening of the regional branch, the women's club had held a sale of all old volumes and shelving previously maintained by the group as an association library. The quarters were located in a relatively small room in the city building which the association library had also occupied but which was considerably lightened by a coat of paint and removal of dark woodwork. The shelves provided by the regional library can hold up to 2,000 volumes but the floor space is too limited for more than the circulation desk and a few chairs. Here again as with Princeton, and on the bookmobile, people coming to use the library expressed their appreciation for this service. Besides a few days in July, Milaca has had only one full month of operation. Its first four days in July showed a circulation of 179 and its August circulation totaled 1056. This compares favorably with Princeton where the first months ranged between 750 and 900 per month, and the highest circulations to date have come in the summer months: June 1045; July 1351; August 1517. Hinckley's circulations this year (1960) have run between 800 and 1220. Again at the start of the Milaca branch, books were in short supply for starting a new service; a beginning was made with a collection of just slightly over 1500 books. The bookmobile, serving three counties, had started with about 2,000 volumes and Princeton with about 1500. Books are added constantly to the regular supply of all agencies, not counting the request ones which represent a constant flow to and from. The total book collection has been increasing at an average of about 500

per month, but even so, since much of it is basic adult non-fiction, the supply will be short for quite a few months to come.

The Library's Program

In the summer of 1960 the library inaugurated what will probably be an annual undertaking: a summer reading project for boys and girls. The same project was carried on simultaneously in branches, on the bookmobile, and at headquarters. This summer's equipment included a card depicting a new 50-star flag on which each youngster kept his reading record by means of gold stars for non-fiction and silver stars for fiction. Every child reading at least ten books receives a metal badge on which is imprinted an American flag. In addition to this, if he reads at least 20 books he received a "surprise" award, which this year is a small fabric 50-star flag on a wooden standard.

In addition to book service the library offers audio-visual materials, thanks to a filmstrip and recording collection originally developed by the Isanti County Library, and likewise thanks to membership in the Minnesota Library Film Circuit.

Book lists have been so much in demand that the library has been supplying them to borrowers fairly regularly since October 1959. Annotated ones were drawn directly from the library's publicity lists as released to eleven local weekly papers. Since April the lists represent acquisitions in the adult and young adult departments.

Book lists are one form of public relations. Another has been news stories sent as often as possible to newspapers and to the single radio station in the area in ad-

dition to fairly regular book notes to the papers. Mimeographed reports of library statistics and affairs are made available to the general public as well as to library board and county commissioners. Talks to groups are made whenever opportunity arises.

Conclusion

The East Central Regional Library has come a long way in not so long a time. Though the pressures have been great, the major steps thus far have been taken one at a time.

Continued development of the book collection and other library resources is the single most important necessity of the future (aside from financial considerations). While the use of inter-library loan facilities has increased with the development of the library system, it has grown only in proportion to the burgeoning of library use in these three counties. The better grows the quality as well as the quantity of the regional collection, the greater are the demands made upon it.

Rural people ask for the same things as people in libraries everywhere. Truism this may be, but it is nonetheless sometimes overlooked. Books on electricity and automotive mechanics are as much used here as in any city library. Esthetic and artistic interests flourish here too in such fields as oil painting and the poetry of Walt Whitman. Requests for "hot-off-the-press" titles are prevalent here as well, sometimes originating in very unlikely spots. But it isn't every library, we'll bet, that was asked, as we were, for this book as soon as it was mentioned on TV: "Lady Loverly's Chatter".

National Newspaper Week

Librarians throughout the nation are planning to participate in the observance of National Newspaper Week, Oct. 15-21, it was announced today by Mrs. Frances Lander Spain, president of the American Library Association.

Mrs. Spain is also coordinator of Children's Services, The New York Public Library.

"Newspapers are a gigantic library of daily history, cataloguing the truth that helps to weld the nation together in times of crisis. As the daily 'best seller' for all America, it insures our being the best informed country in history—a necessary condition during this crucial period when the world is engaged in the 'Battle of Ideas,'" said Mrs. Spain.

"The American Library Association salutes Your Newspaper—Freedom's Guardian during this 1960 National Newspaper Week," she added.

In a message to librarians, ALA Deputy Executive Secretary, Mrs. Grace T. Stevenson suggested ways in which librarians might participate such as programs featuring newspaper men, library exhibits, posters prepared in cooperation with local editors, and discussion groups. She urged that the participation emphasize the joint responsibility of editors and librarians in maintaining freedom of information as a fundamental service to Americans.

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LSA Extended

The Library Services Act was extended for an additional five years when, on Monday, August 22, the House of Representatives passed the Senate bill (S.2830) on a motion to suspend the rules and pass the bill. It carried 190-29, considerably more than the two-thirds majority necessary. This parliamentary procedure became necessary when the House Rules Committee had refused earlier to permit the bill to come to the House floor. The success of this maneuver is a tribute to both the success of the many programs developed under LSA and to the untiring work of librarians, trustees and friends of libraries all over the country.

The new legislation extends the Act in its present form until July 1, 1966, with minor amendments concerning Alaska and Hawaii which became states after the passage of the initial bill in 1956. Passage of the Act extension at this time assures continuity of operation for existing programs and the planning of future developments which have not yet benefited from aid funds.

Minnesota libraries can take pride in the fact that our Congressional delegation gave whole-hearted support to this important legislation, and to the current appropriation which provides just over \$172,000 for use in Minnesota this year.

Lakehead Libraries

A preliminary meeting of an organization to be known as "The Lakehead Librarians" was held May 4, 1960 at the Kirby Student Center, University of Minnesota at Duluth. Invitations to the meeting were issued by Mr. Rudolph Johnson, University Librarian.

A committee consisting of Mr. Johnson, Miss Ruth O'Malley, Duluth Public Library, Mr. Rolland Billings, Silver Bay School Librarian, and Mr. Joseph Pritchard, Superior Teachers College, was elected to draw up a constitution and to plan a call for a fall meeting.

It was suggested that the organization include all library workers in the Twin

Ports area, professional and clerical, active and retired, in public, school and special libraries as well as Library Board members and interested bookmen.

The Committee met on June 14, 1960 and drew up a constitution which will be submitted to the membership at a fall meeting which will probably be held in October. The organization has been invited to Two Harbors for this meeting. It is hoped that Mr. Billings, who has been studying European libraries during the summer, will report on his experiences.

Indians Today

Minnesota Librarians will be interested in the new, revised and expanded edition of *Indians of Today*, recently published by the Indian Council Fire, 30 W. Washington St., Chicago. This is a national organization devoted to the interests of American Indians.

The book is a compilation of biographical sketches of Indians in the professions and other leadership position. There are outstanding artists, doctors, educators, anthropologists and many other professions represented. Minnesota Indians included are: Edward LaPlante, a Chippewa, a recreational worker with the Milwaukee schools; Mrs. Elizabeth Roe Cloud, another Chippewa, an educator; and still another Chippewa, Edward Rogers, who is a county judge.

The list price of the book is \$5.00, with a special price of \$3.95 to schools and libraries for a limited time.

Conference on Aging

Minnesota librarians were active in both the Gustavus Adolphus Conference on Aging in June and in the Third Governor's Conference on Aging in August. The Gustavus Adolphus conference was developed as a pilot try-out for the forthcoming White House Conference on Aging and was by invitation only. Minnesota Library Association members active in it included: Maurine Hoffman of the St. Paul Public Library, Mr. L. L. Schaeffer, trustee from Isanti County, and Hannis S. Smith who served as chairman of the workshop on education.

At the Third Governor's Conference on Aging, held at the Nicollet Hotel in Minneapolis, Erana Stadler, Owatonna; Wayne Bassett of Nobles County, and Hannis Smith all appeared on the program. Other library people in attendance were: Margaret Smith, Library Division; Mrs. Prude Lood of the St. Paul Public Library, Mr. Schaefer, Mrs. Merle Lennartson, St. Cloud Public Library, president of MLA; and Mrs. Aileen D. Woodward of the Minneapolis Public Library. There were probably other librarians present for some of the sessions.

New TV Series

The new series of television programs entitled "Beginnings" has been released for use on educational television stations. Each of the 13 half-hour programs examines a different profession through the eyes of one of its outstanding personalities. The series was produced for the National Educational Television and Radio Center and made possible by the World Book Encyclopedia.

The series will begin on KTCA-TV, Channel 2, the week of November 27, with specific day and time not yet announced. Since the seventh in the series is about librarianship, featuring Ralph Uhlveling, Director of the Detroit Public Library, the series should be of special interest to all librarians.

The Library Division has a print of the Uhlveling program on 16mm film which was furnished through the generosity of the World Book, which will be shown first at the MLA Convention in Duluth, and be subsequently available for loan.

Film Circuit

The Minnesota Library Film Circuit now has 18 memberships, with the Dakota-Scott Regional Library holding two, and the other sixteen members holding one each. The membership now consists of two regional libraries, nine county libraries and seven city libraries.

The members will receive a total of 108 different films this year (216 at the Dakota-Scott Regional) divided into six packets of 18 film each which remain at the library for six-weeks periods. All members report that film use is growing rapidly, and the public response to the service is enthusiastic.

The film circuit membership is open to all public libraries in Minnesota which pay the annual dues of \$350.00. This single payment covers all costs except return postage to the next library, and amounts to only \$3.25 per film. This is equivalent to a single rental cost for a film, for one showing, thus clearly demonstrating the advantages of the circuit organization. All the extra showings during the six-weeks period are "free" when you figure on this basis.

If a sufficient number of new members wish to join, the circuit will set up a new section. Since each library is now receiving over \$10,000 worth of film a year, the new section may have to begin with fewer films (with packets the size of those sent out when the film circuit first started with its present membership) but their packets would grow rapidly, just as the present packets have, so that within a year or two they would be receiving as many films as the older members do now.

Library Awards

The Dorothy Canfield Fisher Awards will be given again this year by the Book-of-the-Month Club. Application blanks have already been sent to all libraries asking for them, and others will be distributed at the MLA Convention in Duluth. Minnesota is entitled to submit two candidates, which must be sent in through the office of the Library Division. Selecting the best two, out of the many libraries in Minnesota deserving of this recognition, is a difficult task, but one we are happy to perform. We hope that one of Minnesota's candidates will be a winner this year.

Survey of State Libraries

The Library Division and the other library services at state level will be surveyed under a special grant from the Carnegie Corporation to the American Library Association. The study is designed to bring out the facts necessary for the establishment of standards for state library services, and will be accomplished under the direction of the Association of State Libraries a division of the ALA. The study will begin in January, 1961, and is to be completed within one year.

Library Activities

Minnesota Library Association

65th Conference
Hotel Duluth
Duluth, Minnesota
September 22, 23, 1960

A New Decade for Libraries

TENTATIVE PROGRAM

THURSDAY, SEPTEMBER 22ND

- 9:00 A.M. Registration and exhibits
- 10:30 A.M. FIRST GENERAL SESSION, Mrs. Merle Lennartson, presiding.
Greetings: Mayor, Duluth, Minnesota, Mr. E. Clifford Mork
Business meeting and reports
Legislation
Library Division
Membership
- 12:30 P.M. Luncheons and business meetings
Children's and Young People's Section
Reference Section
- 2:00 P.M. SECOND GENERAL SESSION, Mr. Fred Wezeman, presiding.
Sponsored by Reference Section
Mrs. John Parker—Reference work in Great Britain.
- 3:30 P.M. Tour—University of Minnesota, Duluth Branch
Tour—Duluth Port—St. Lawrence Waterway
- 8:00 P.M. THIRD GENERAL SESSION, Miss Laura Jeffery, presiding
Sponsored by Children's and Young People's Section
Highlights and Sidelights on the White House Conference for Children and Youth—Mrs. Phyllis Bryan.

FRIDAY, SEPTEMBER 23RD

- 10:00 A.M. FOURTH GENERAL SESSION, Mrs. Thelma Jones, presiding
Sponsored by County Section
Metropolitan developments affecting County Libraries—Mr. Robert Rohlf
- 11:15 A.M. Business meeting, Mrs. Merle Lennartson, presiding
Film—"Library careers"
- 12:30 P.M. Luncheons and Business meetings
College Section
County Section
Public Library Section
Retired Librarians
Trustees Section
- 2:00 P.M. FIFTH GENERAL SESSION, Mrs. Helen Sweasy, presiding
Sponsored by Trustees and Public Libraries Sections
Speaker—Mrs. Raymond Young, Columbia, Missouri.
- 3:15 P.M. Sponsored by College Section, Mrs. Kathryn Blackwell, presiding.
Discussion of Government Documents by Mr. Howard Adams, State Law Library
Question and answer period.
- 7:00 P.M. SIXTH GENERAL SESSION, Mr. Robert Simonds, presiding
BANQUET
Speaker, Dr. Melva Lind, Dean of Students, Gustavus Adolphus College,
"Explorers and Voyageurs" with voyageur songs.